

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Escrow agreement with T & D Spa Construction, Inc.

**REQUESTED ACTION:** Board Approval of Escrow Agreement  
(staff recommends approval)

☐ Work Session (Report Only)

☒ Regular Meeting

**DATE OF MEETING:** 10/13/2009

☐ Special Meeting

**CONTRACT:** ☒ N/A

Effective Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Building Services

**BUDGET IMPACT:**

☐ Annual

☐ Capital

☒ N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

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**HISTORY/FACTS/ISSUES:**

T & D Pool & Spa Construction, Inc wants to put \$5000.00 in an Escrow Account and draw from that account for the purchase of permits and payment of re-inspection fees. T & D Pool & Spa Construction, Inc will make deposits into the account as needed.

Escrow Accounts are commonly used in the Building Department as a service for our customers. It does away with the necessity to issue a check for each permit application, for contractors pulling large numbers of permits.

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**ESCROW AGREEMENT  
BUILDING PERMIT FEES**

THIS AGREEMENT is made and entered into this 6<sup>th</sup> day of October, 2009 between Sumter County, Florida(County)and Michael R. Martin (Contractor). **Whereas**, the County, through its Department of Building Services (Department) issues building permits for a fee in connection with all building activity within Sumter County, and **Whereas**, the County cannot extend credit to private parties, and **Whereas**, Contractor is a regular customer of the Department, and **Whereas**, Contractor desires to set up a procedure that would allow the County to bill the Contractor at the end of each month for Contractor's building permit fees as opposed to requiring cash payment in advance on each permit, and **Whereas**, this will require a deposit of escrow funds to cover at least one months' billing for such services.

**Now therefore, the parties agree as follows:**

1. The Contractor shall initially deposit with the County the sum of \$5000.00. The amount of escrow shall be adjusted as necessary to ensure that sufficient funds are on hand to cover all fees due for any one month. Said escrow amount shall be held in escrow by the County to be applied toward the permit fees of the Contractor. Interest earned shall accrue to the County.
2. Permit fees shall be reconciled on a monthly basis as follows:
  - a. On the first workday of each month, the Department shall furnish the Clerk and Auditor to the Board (Clerk) with an itemized statement for the previous month's permit fee activity of the Contractor. The permit fee total of the Contractor for the previous month shall be withdrawn from the escrow account and credited as Department receipts on the last working day of the billed month.
  - b. At the same time, the Department shall furnish the Contractor with an itemized statement for the previous month's building permit activity of the Contractor. Within **three** working days of the receipt, the Contractor shall submit an amount equal to the previous month's billing to be deposited in the escrow account for the Contractor.
3. The escrow may be terminated at any time by request of the Contractor and all Remaining funds and accrued interest shall be refunded to the Contractor.
4. No building permit shall be issued by the Department for which there is insufficient escrow funds available. If there are insufficient funds in the escrow account the Contractor may either increase the escrow amount prior to permit issuance or pay for the building permits individually.
5. The County reserves the right to terminate this agreement at any time and refund all funds held in escrow, less any amounts owing the County.

This agreement entered into this 6<sup>th</sup> day of October 2009.

ATTEST: Gloria Hayward  
Clerk of Circuit Court

Board of County Commissioners  
of Sumter County, Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Garry Breeden - Chairman

Attest:

X Michael A. Mott  
By: Contractor

T-D POOL & SPA CONSTRUCTION, INC.  
Company

RP252555133  
Contractor license Number

**T & D POOL & SPA CONSTRUCTION, INC.**

1969 COUNTY ROAD 228  
WILDWOOD, FL 34785  
PH. 352-748-2111

CITIZENS FIRST BANK  
3430 SOUTHERN TRACE  
THE VILLAGES, FL 32182

1136

63 1400/631  
08

9/3/2009

PAY TO THE  
ORDER OF BOCC Sumter County

\$ \*\*5,000.00

Five Thousand and 00/100\*\*\*\*\* DOLLARS

BOCC Sumter County

MEMO

ESCROW

AUTHORIZED SIGNATURE



MP

⑈001136⑈ ⑆05311400⑆ 0910006295⑈

Security Features Included

Details on Back